



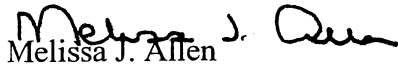
**U.S. Department of
Transportation**

Office of the Secretary
of Transportation

Memorandum

Subject: **ACTION:** Disciplinary Actions for Violation
of Security Procedures

Date: October 26, 2001


Melissa J. Allen

From: Assistant Secretary for Administration

Reply to
Attn. of:

To: Departmental Officers
Heads of Operating Administrations
Director, Bureau of Transportation Statistics
Director, Transportation Administrative Service Center

Following the September 11 attacks on the Pentagon and the World Trade Centers, Federal agencies were asked to review and strengthen internal security procedures. In response, Secretary Mineta directed additional precautions within the Department of Transportation (DOT) to help ensure the safety of our employees. These include: stringent identification badge checks for everyone entering a DOT Headquarters building; a requirement that all employees display their identification badges at all times while in these buildings; and a requirement that visitors to a DOT Headquarters building be escorted by a DOT employee from the time they enter the building until they leave the premises. Employee compliance with these measures is essential if they are to achieve the intended outcome of greater security for DOT people and property.

Despite broadcast reminders, security personnel continue to note instances of noncompliance with these security requirements. Accordingly, to help ensure the safety of our employees, I am asking each of you to initiate appropriate disciplinary or other corrective actions for any employee who fails to wear and display his/her government-issued identification badge or fails to follow security procedures for escorting visitors while in a DOT Headquarters workspace. Employees found in violation of these procedures shall be warned on a first offense. Progressive discipline ranging from reprimand to removal shall be considered for subsequent violations, consistent with collective bargaining agreements, as applicable.

DOT is committed to maintaining a safe and secure work environment for our employees. Supervisors have a responsibility to remind their employees of the importance of complying with security requirements. As we maintain a heightened state of alert, we must work together to ensure that all precautionary security measures are enforced. You may contact Don Faulkner, Departmental Program Manager for Employee Relations, M-13, on (202) 366-1291 for additional information concerning this guidance.

cc: Administrative Management Council (AMC) members